



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection & Permanency	Effective Date:
Volume:	III	Case Management	
Chapter:	C	Case Management and Oversight	7-29-2016
Subchapter:	2	Services	
Issuance:	800	Eligibility Authorization Process for Child Care Services	

Purpose:

The purpose of this issuance is to provide guidance regarding the new process for verification and authorization of CPS child care. This issuance establishes a streamlined process for verifying a child's age and Citizenship/Qualified Alien Status in order to expedite families' access and enrollment in CPS child care. The new procedures outlined in this issuance supersede any prior processes and practices, as well as eliminate the need of the Child Care and Early Education Service Eligibility Application and the former DYFS/Applicant/Provider Agreement for the authorization of CPS child care.

Authority:

- N.J.A.C. 10:122C-6.1(a)4
- N.J.A.C. 10:133E-2.3(b)
- N.J.A.C. 10:15-2.3, 2.4, 5.3, 5.4, 6.12, 6.14, 6.3

Policy:

A) Eligibility

The Department of Human Services, Division of Family Development is the Lead Agency administering the Child Care Development Fund (CCDF) program, which is the primary Federal funding source for child care services for children receiving or in need of receiving CP&P services.

A child is eligible for CP&P child care services if the child is under the Department of Children and Families (DCF), (CP&P) supervision.

B) Program Administration

In order to maximize the potential for Federal financial participation, it is appropriate that child care services provided on behalf of children under the supervision of CP&P be administered through New Jersey's Child Care Subsidy Program, for which DFD contracts with the local Child Care Resource and Referral Agencies (CCR&Rs) to administer.

C) Training

CP&P provides training to Child Care Liaisons and designees on correctly applying the processes described in this policy.

The CCR&R agencies are required to provide training and technical assistance to staff on correctly applying the processes described in this policy.

Procedures:

1) Application Process

Responsibility	Action Required
CP&P Responsibility	1. When the need for child care has been identified, the CP&P Worker must notify the CP&P Child Care Liaison or designee of a child care placement within five business days by submitting a Special Approval Request (SAR), CP&P Form 16-76 , for approval.
	2. The CP&P Child Care Liaison or designee must submit to the CCR&R a completed SAR for each child needing child care, with all required signatures and the Authorization of CPS Child Care Form, Form CC-194, for each child within five business days in order to authorize child care. The Authorization of CPS Child Care Form verifies the child's: <ul style="list-style-type: none"> ○ Age; ○ Citizenship/Qualified Alien Status; and ○ Parent/Resource Parent's full time or part-time employment, school/training status.
	3. In order to ensure timely processing, child care is authorized in cases where the child's Citizenship/Qualified Alien status has not yet been obtained.
	4. However, it is the responsibility of CP&P to inform the CCR&R of the child's Citizenship/Qualified Alien status within 90 days of placement.

CCR&R Responsibility	5. If the CCR&R becomes aware of a child care placement for which paperwork was not received from CP&P, the CCR&R notifies the CP&P Child Care Liaison or designee that the SAR and Authorization for CPS Child Care Form must be received within five business days. It is imperative that the CCR&R confirm contact was made with the CP&P Child Care Liaison or designee before any adverse action is taken.
	6. If the required forms are not received by the fifth business day, the CCR&R issues a five business day "Notice of Non-Payment of CPS Child Care Form" (CC-195) for each child informing the CP&P Child Care Liaison, parent or resource parent, and provider that child care services <i>cannot</i> be paid by DFD or its designee.
	7. If the required forms are received prior to the expiration of the five business day "Notice of Non-Payment of CPS Child Care Form," DFD provides payment for services rendered based upon the start and end dates indicated on the SAR and Authorization for CPS Child Care Form.

2) Reporting Process for Redetermination

Responsibility	Action Required
CCR&R Responsibility	1. The CCR&R notifies the CP&P Child Care Liaison or designee of the need for redetermination and continued eligibility 45 days prior to the end of the current eligibility period.
	2. If the required forms are not received within 10 days of the end of the current eligibility period, the CCR&R issues a ten day termination notice to the CP&P Child Care Liaison, parent or resource parent, and provider and proceed with terminating the child care case.
CP&P Responsibility	3. The CP&P Child Care Liaison or designee is only required to submit a new SAR for each child, with all required signatures to the CCR&R no later than 10 days prior to the end of the current eligibility period provided the child's placement and Provider remain the same.

3) Reporting Process for Change in Placement

Responsibility	Action Required
CP&P Responsibility	1. If there is a need for a change in the child's child care placement during the eligibility period, the CP&P Worker must notify the CP&P Child Care Liaison.
	2. The CP&P Child Care Liaison or designee must submit to the CCR&R a new SAR for each child, with all required signatures and the Authorization of CPS Child Care Form for each child within five business days.
CCR&R Responsibility	3. If the CCR&R becomes aware of a child care placement for which paperwork was not received, the CCR&R proceeds with the procedures outlined in the Application Process, 1), indicated above.

4) Reporting Process for Change of Provider or Extension of Care

Responsibility	Action Required
CP&P Responsibility	1. The CP&P Worker must notify the CP&P Child Care Liaison if there is a need for: <ul style="list-style-type: none"> • a change in Provider within the eligibility period, or • the child care to be extended beyond the original approved eligibility period (in cases where the child care period requested was less than 12 months)
	2. In either of the above cases, the CP&P Child Care Liaison or designee must notify and submit to the CCR&R a new SAR and a Notice of Change in CPS Child Care Status Form for each child within five business days of the changes as described above.
CCR&R Responsibility	3. If the CCR&R becomes aware of a change in provider or child care placement for which paperwork was not received, the CCR&R carries out the responsibilities noted in the "Application Process," 1), indicated above.

5) Reporting Process for Termination of Child Care

Responsibility	Action Required
CP&P Responsibility	1. If child care is no longer needed, the CP&P Worker must notify the CP&P Child Care Liaison of termination of child care immediately.
	2. The CP&P Child Care Liaison or designee submits a Notice of Change in CPS Child Care Status Form (CC-196) for each child to the CCR&R within five business days of the termination.
CCR&R Responsibility	3. Upon receiving the above notification, the CCR&R issues a ten day termination notice to the CP&P Liaison, parent or resource parent, and Provider and proceeds with terminating the child care case.
	4. If the CCR&R is notified by the Provider, parent or resource Parent of a termination of child care, the CCR&R notifies the CP&P Child Care Liaison immediately.
	5. Upon receiving the above notification, the CCR&R issues a ten day termination notice for each child to the CP&P Child Care Liaison, parent or resource parent, and Provider before terminating the child care case.

6) Special Provisions

For existing child care cases in which vacation or respite placements are needed, the CCR&R provides payment to another child care provider when a new SAR for each child is received.

For cases in which vacation or respite placements are needed, the CCR&R may authorize short-term care for less than two weeks.

Key Terms (Definitions):

“Child Care Resource and Referral agency (CCR&R)” means the agency under contract by the Department of Human Services, Division of Family Development, to administer child care programs and services in a particular county or counties.

“Child with a Disability” means an individual who is under the age of 19 who is physically or mentally incapable of self-care; as identified through a written referral from a county welfare agency, legal, medical, social service agency, emergency shelter, or school which indicates that the child has a serious physical, emotional, mental, or cognitive condition and child care services are required as part of a treatment plan designed to stabilize or ameliorate the situation.

“Legally Responsible Adult” means a person other than a biological parent or resource parent who may include: a court appointed guardian, other family member or relative, managing conservator, stepparent, etc.

Disclaimer- *The law regarding U.S. citizenship and nationality is complex and constantly changing; therefore, the following broad definitions are provided for general guidance only*:*

“Qualified Alien” means, for purposes of this policy, an individual who is a lawfully admitted permanent resident (LPR); an alien granted asylum, *a refugee admitted to the U.S., an alien paroled into the United States for at least one year, an alien whose deportation is being withheld or whose removal is being withheld, an alien granted conditional entry, an alien who is a Cuban or Haitian entrant, or an alien who (or whose child or parent) has been battered or subjected to extreme cruelty in the U.S.

*An alien (as well as their derivative beneficiaries) who has been certified as a victim of a severe form of trafficking by the Office of Refugee Resettlement (ORR), and who does not meet the definition of qualified alien, may still be eligible for the benefits and services under any State or Federal Program as if the individual were admitted to the U.S. as a refugee.

“U.S. Citizen” means:

1. A person (other than the child of a foreign diplomat) born in one of the several states or in the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, or the Northern Mariana Islands who has not renounced or otherwise lost his/her citizenship;
2. A person born outside of the United States to at least one U.S. citizen parent (sometimes referred to as a “derivative citizen”);
3. A naturalized U.S. citizen or;
4. A child:
 - a. born on or after February 28, 1983, and under 18 years of age;
 - b. residing in the United States as a lawful permanent resident; and
 - c. in the legal and physical custody of at least one parent who is a U.S. citizen.

Forms and Attachments:

- CP&P [Form 16-76](#), Special Approval Request

- [CC-194](#), Authorization for CPS Child Care
- [CC-195](#), Notice of Non-Payment of CPS Child Care
- [CC-196](#), Notice of Change in CPS Child Care Status
- [Documentation to Determine Qualified Alien Status](#)